

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: STREET MAINTENANCE SUPERVISOR  
STREET MAINTENANCE DIVISION  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs supervisory and skilled work in directing and overseeing the work of the construction, repair, and maintenance of streets of the Street Maintenance Divisions of the Public Works Department. Work involves directing the activities of work crew engaged in the maintenance and repair of the streets; overseeing repair and maintenance of the streets, leaf removal, salting, sanding and plowing of the streets, special trash removal, storm water repair, drainage ditches, street marking, asphalt repair; preparing reports such as daily, State, yearly, asphalt, special trash removal, leaf, etc. as needed; completing employee leave reports, vehicle pre-trip forms, employee absentee logs, timesheets, memorandums, etc. utilizing new computer programs for reports; and serving as the Superintendent in his absence. Reports to the Operations Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Plans, organizes, and directs the activities of work crew.

Coordinates manpower and equipment use to do the job in a weather emergency.

Plans and assigns work crews; assigns work projects; prioritizes work.

Prepares paperwork on a variety of subjects including State reports, recycling reports, timesheets, employee evaluations, disciplinary actions, special trash removal, asphalt reports, leaf reports, snow and ice reports, street painting reports, street sweeping reports, accident reports, estimate material and equipment needs, work time, etc.

Motivates, trains, develops, and guides employees of varied backgrounds and skill level effectively.

Responds to questions from the public.

Develops computer programs to keep accurate records.

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Receives and/or reviews various records and reports such as work orders, orders from Superintendent, problems, verbal information, and scheduled activities.

Prepares and/or processes various records and reports such as daily work reports, timesheets, employee log, reports, and State reports.

Refers to special trash removal tickets, work orders, manpower, reports, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles and equipment such as pickup truck, asphalt spreader, loaders, knuckle boom, dump truck, computer, copier, cell phone, telephone, etc.

Uses a variety of tools such as asphalt spreader, shovel, loops, broom, etc.; a variety of supplies such as trash removal, asphalt, gravel, dirt, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.

Interacts and communicates with various groups and individuals such as the Operations Superintendent, Street Maintenance staff, Sanitation, other divisions, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Prepares reports for Town Council.

Attends Town Council meetings to answer questions.

Assigns employees to help other divisions when needed.

Serves as Superintendent in his absence.

Performs general administrative work, including but not limited to attending and conducting meetings, reviewing mail and literature, compiling data for reports, preparing reports and correspondence, entering computer data, etc.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with five to six years of street repair and maintenance experience, including one to two years of supervisory experience; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must possess a valid State commercial driver's license (Class A and Class B). Must complete required courses in safety accident investigations, asphalt/pavement maintenance, traffic and highway seminar, work zone traffic control, winter maintenance, drainage maintenance, and flag license.

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### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a rubber tire loader, street sweeper, dump truck, tractor, backhoe, and numerous small tools. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty five pounds of force frequently, and/or a up to ten pounds of force constantly to lift, carry, push, pull or otherwise move objects. Must be able to lift and/or carry weights of ten to two hundred pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of informational documents, reports, invoices, construction drawings, maps, etc. Requires the ability to prepare business letters, reports, purchase requisitions, and maps, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Must be able to speak with poise, voice control, and confidence; and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using trucks, tractors, and other equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than

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giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Street Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Street Maintenance Supervisor. Has considerable knowledge of the policies, procedures, and activities of the department as they pertain to the specific duties of the position. Has knowledge of how to supervise street and drainage construction, maintenance, and repair operations. Has knowledge of the methods used in the construction, repair, and maintenance of streets and drainage systems, and is skilled in performing same. Has thorough knowledge of industry standards and specifications and has the ability to determine complications in equipment and/or operations. Is able to monitor the work of subordinates to ensure safe and proper completion of projects. Is able to use independent judgment and discretion in supervising subordinates including handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has comprehensive knowledge of the methods utilized in forecasting, monitoring, planning, and developing departmental budget information. Is able to properly and safely operate equipment, machinery and tools used in building, maintaining, installing, and repairing streets and drainage systems. Is able to help plan, organize, and prioritize daily assignments and work activities. Is able to train, assist, motivate and supervise a work crew. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has comprehensive knowledge of the terminology used within the department. Is able to complete, process, and maintain a variety of records, charts, and logs that are required in the performance of daily operations. Has the mathematical ability to handle required calculations. Is skilled in communicating in an effective manner with all supervisors, subordinates, members of the general public, and all other individuals and agencies involved in the activities of the department. Is able to interpret and apply service requests, maps, graphs, and charts. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Has knowledge of the established standards of productivity and quality of work to be maintained in the performance of the job.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes work and that of subordinate staff well. Ensures that personnel understand what results are expected of them and that each are regularly and appropriately informed of all matters affecting them and/or of concern to them.

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**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of division personnel under charge, ensuring their induction, orientation and training.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards employees under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of established goals and objectives.

**Controlling:** Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns additional duties as necessary and/or appropriate in order to meet goals, enhance the abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies and routinely reviews policies to ensure that any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.